

THE VILLAGE OF RUIDOSO HAS AN OPENING FOR FULL TIME HEAVY EQUIPMENT MECHANIC

Reports To: Supervisor

Definition: Under limited supervision, performs skilled, journey level automotive and diesel mechanical work maintaining and repairing a wide variety of vehicles and equipment. Non-exempt FLSA.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks: Performs major repairs and overhauls of gasoline and diesel engines, transmissions and hydraulic systems on a wide variety of vehicles and equipment including dump trucks, back hoes, loaders, graders, oil distributors, fire trucks, street sweepers, rollers, pick-up trucks, automobiles and lawn mowers. Troubleshoots and repairs electrical systems. Repairs and replaces pumps, braking systems and tires. Test drives vehicles. Makes service calls to repair broken down vehicles.

Performs vehicle inspections, diagnoses problems, orders parts, and performs vehicle services. Writes labor and parts on work orders. Performs welding tasks to repair and fabricate equipment. Cleans maintenance shop. Attends safety meetings.

Performs other related duties as needed or assigned.

Work Conditions: May work outside in adverse weather.

Knowledge, Skills, and Other Characteristics:

- ▶ Knowledge of Street and Vehicle Maintenance Department policies and procedures.
- ▶ Knowledge of vehicle equipment operations and repair techniques, including gasoline and diesel engines, computer systems, hydraulics, electrical systems, braking systems, welding and fabrications.
- ▶ Knowledge of a wide variety of vehicles and construction equipment, including heavy duty trucks, trailers, graders, loaders, back hoes, fire trucks, automobiles, mowers, and light trucks.
- ▶ Knowledge of Village purchasing guidelines and procedures.
- ▶ Skill in understanding and following regulations, policies, procedures, and guidelines.
- ▶ Skill in performing vehicle equipment repairs and maintenance.
- ▶ Skill in reading and understanding repair manuals.
- ▶ Skill in following safety guidelines and procedures.
- ▶ Skill in communicating in person and in writing.
- ▶ Skill in establishing and maintaining effective relationships with vendors and employees.

Other Qualifications: Completion of a technical training program in automotive and diesel mechanics and three years experience as a heavy equipment mechanic. New Mexico driver's license. Must obtain welding certification within one year from date of hire. Must provide own tools (receives tool allowance).

SALARY RANGE IS \$ 11.44 HOURLY. SUBMIT APPLICATION TO THE HUMAN RESOURCE DEPARTMENT OF THE VILLAGE OF RUIDOSO, 313 CREE MEADOWS DR., RUIDOSO NM 88345. APPLICATIONS WILL BE ACCEPTED UNTIL 4:00 PM FRIDAY, SEPTEMBER 29, 2006. ALL PERSONS OFFERED ANY JOB WITH THE VILLAGE OF RUIDOSO SHALL BE DRUG/ALCOHOL SCREENED. REFUSAL TO SUBMIT TO A DRUG/ALCOHOL SCREEN WILL BE DEEMED AS A WITHDRAWAL OF APPLICATION BY THE APPLICANT.

FOR DEPARTMENTS USE ONLY:
DEPARTMENTS PLEASE FILL OUT THIS SECTION !!!!

DATE & TIME POSTED 09/15/06 2:30 P.M. INITIAL _____.

DATE & TIME REMOVED 09/29/06 4:00 P.M. INITIAL _____.